

EASTERN CAROLINA SANATORIUM

Wilson, North Carolina

A second survey of the Housekeeping Department at Eastern Carolina Sanatorium was made October 31, 1973.

Mr. Doby, Administrator, requested the survey for the purpose of evaluating the Housekeeping Department to find out if the personnel staff could be reduced and maintain the level of sanitation presently observed there. Since the last survey, the patients have been transferred into a renovated area and the portion that was occupied was closed down in January.

The average census is around 180 patients. The discharge remains about 50 a month and the square footage (per Mr. Doby) is 174,596 sq. ft.

A Director of Housekeeping (Mrs. Broadhurst) has been employed and appears to have the management ability but basic training is needed and evaluating writing work procedures, writing job descriptions, knowledge of proper staffing and training. Mrs. Broadhurst is aware of this and seems to be eager to get this knowledge to be more effective in her job.

After re-evaluating the Patient Areas, and other occupied non-patient areas, I find a reduction in staff is in order.

Keeping in mind that the remaining staff must produce more efficiently and effectively than present, also better coordination and cooperation of duties among supervisors is most pertinent and probably the weakest area in Housekeeping at the present time.

	<u>From</u>	<u>To</u>
Suggested Staffing	50	36
Housekeepers	44	29
Linen Room Supervisor	1	1
*Seamstress	1	1
**Trainee or Assistant Foreman	0	1
Housekeeping Foreman	3	3
Administrative Housekeeper	1	1
*At retirement of present seamstress, do not replace		